

2024-25 PROCEDURES FOR INTRADISTRICT TRANSFERS

The Roseville Joint Union High School District (RJUHSD) will review Intradistrict Transfer applications for the following school year during the Incoming Transfer Enrollment window from **November 15 - December 20, 2023**. Intradistrict transfers are for **students who wish to transfer from their school of residence within Roseville Joint Union High School District (RJUHSD) to another school within the RJUHSD**. While we strongly expect students to attend their school of residence, our open enrollment policy allows for students to attend another RJUHSD school when space is available, there are unique and compelling circumstances, or a sibling attends the requested school.

From December 21, 2023, to June 30, 2024, we will have an extended application window for BOTH Intradistrict and Interdistrict Transfers for the 2024-2025 School Year. The review of these extended window applications will commence after February 15th, when the initial intradistrict transfer application evaluation window is completed. Please allow 3-4 weeks after you have submitted a completed transfer application for a response from the transfer office.

Applying for an Intradistrict Transfer: The following documents are required to apply for an Intradistrict Transfer:

For incoming 9th grade students and students new to the district:

- The most recent transcript or grade report/report card, attendance, and behavior records Proof of residency (such as a current utility bill)
- List of siblings who currently attend the requested school, if applicable
- Current IEP or 504 plan, if applicable

For current RJUHSD students:

- Proof of residency (such as a current utility bill)
- List of siblings who currently attend the requested school, if applicable
- Current IEP or 504 plan, if applicable

- Complete and submit the Intradistrict Transfer Request Form via the [Informed K12](#) link or visit our [website](#).
- Incomplete applications will not be considered for review. It is the parents' responsibility to provide all documents prior to processing for a decision. Please check your application carefully prior to submission.
- The district will provide notification of transfer decisions by the **end of February 2024**.
- Contact Education Services at (916)786-2051 or transfers@rjuhsd.us for any transfer questions.

Important information regarding Intradistrict Transfers:

- Independence High School/Pathways does not require an Intradistrict transfer application. Contact the school directly.
- Once an intradistrict Transfer is approved, it will remain in effect for the remainder of the student's high school years in the RJUHSD, but can be revoked for failure to maintain satisfactory grades (2.0 GPA), attendance (95%) and behavior (zero suspensions). Achievement must be evident at each quarterly report card period.
- After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
- Any falsification of information or any withheld information may result in denial of the Intradistrict Transfer request or the revocation of the Intradistrict privileges.
- All California Interscholastic Federation (CIF) and section rules and regulations regarding athletic eligibility shall apply to all students granted intra-district transfers. Additional athletic eligibility information is available at www.cifsjs.org (Constitution: Article 2, Eligibility Requirements).
- Students with an approved Intradistrict Transfer must attend the requested school for the entire school year. Students will not be approved to return to their home school or another school within the district.
- The family must be able to provide their own transportation to the requested school.
- No IntraDistrict Transfers will be considered for the Fall term after June 1st unless an unique and compelling circumstance is proven factual by the site principal and there is available space and course scheduling.
- If you are requesting an INTRADistrict transfer, you must still complete the Aeries online enrollment under your current home address and the school associated with it. The online enrollment system is designed to place you at your school of residence and, if the transfer is approved, the Registrar at the receiving/transfer school will pull your online enrollment accordingly to the approved site of attendance for 2024-2025.